

Removing sensitive content from PDFs

Note: For a full list of articles about security, see [Overview of security in Acrobat DC and PDFs](#).

Search Adobe Support

Search

Why redact or remove sensitive content?

Before you distribute a PDF, you may want to examine the document for sensitive content or private information that can trace the document to you. Use the **Redact** tools to remove or redact sensitive images and text that are visible in a PDF.

Use the **Remove Hidden Information** feature to find and remove hidden content from a PDF. For example, if you created the PDF, the document metadata normally lists your name as the author. You may also want to remove content that can inadvertently change and modify the document's appearance. JavaScript, actions, and form fields are types of content that are subject to change.

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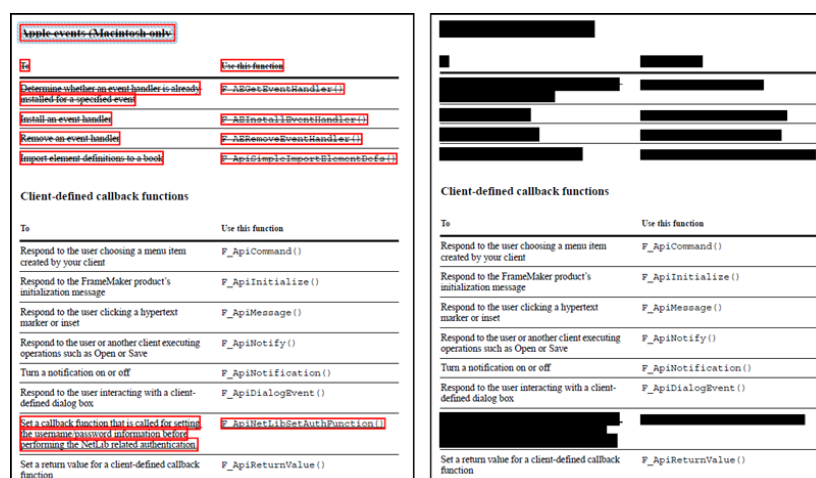
[Redaction codes \(Acrobat Pro DC\)](#)

Applies to: **Acrobat DC**

Redact sensitive content (Acrobat Pro DC)

Redaction is the process of permanently removing visible text and graphics from a document. You use the **Redact** tools to remove content. In place of the removed items, you can have redaction marks that appear as colored boxes, or you can leave the area blank. You can specify custom text or redaction codes to appear over the redaction marks.

Note: If you want to locate and remove specific words, characters, or phrases, use the **Find Text** tool  instead.



Text marked for redaction (left), and redacted (right)

- 1 Choose **Tools > Redact**.

The Redact toolset is displayed in the secondary toolbar.

- 2 In the secondary toolbar, choose **Mark for Redaction > Text & Images**.
- 3 (Optional) To set the appearance of redaction marks, click **Properties** in the secondary toolbar. (See [Change the look of redaction markers](#).)
- 4 Mark items you want to remove by doing any of the following:
 - Double-click to select a word or image.
 - Drag to select a line, block of text, object, or area.
 - Press Ctrl as you drag to select areas of a page in a scanned document.

Note: To preview how your redaction marks appear, hold the pointer over the marked area.

- 5 To apply multiple code entries to a single redaction, right-click a redaction mark and select an option. For more information, see [Apply multiple code entries to a redaction](#).

- 6 (Optional) To repeat a redaction mark, right-click it and choose **Repeat Mark Across Pages**. This feature is convenient if a particular header, footer, or watermark appears in the same location on many pages.

- 7 When you have finished marking the items you want to redact, click **Apply** in the secondary toolbar to remove the items, then click **OK**.

The items aren't permanently removed from the document until you save it.

- 8 If you want to search for and remove hidden information in the document by using the **Remove Hidden Information** feature, click **Yes** in the dialog box. Otherwise, click **No**.

- 9 Choose **File > Save**, and specify a filename and location. The suffix "**_Redacted**" is appended to the filename. If you don't want to overwrite the original file, save the file with a different name, at a different location, or both.

Search and remove text (Acrobat Pro DC)

Use the **Find Text** tool to find and remove words or phrases in one or more PDFs that contain searchable text.

Note: The **Find Text** tool doesn't search secured (encrypted) PDFs.

- 1 Choose **Tools > Redact**.

The Redact toolset is displayed in the secondary toolbar.

- 2 In the secondary toolbar, choose **Mark For Redaction > Find Text**.

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In the **Search** dialog box, specify if you want to search the current PDF or all PDFs in another location.

- 4 Do one of the following:
 - To search for only one word or phrase, choose **Single Word Or Phrase** and type the word or phrase in the text field.
 - To search for multiple words, select **Multiple Words Or Phrase**, and then click **Select Words**. Type each word in the **New Word Or Phrase** text field and click **Add**. You can also import a text file with the list of words or phrases to search for.
 - To search for a pattern (for example, phone numbers, credit card numbers, email addresses, social security numbers, or dates), click **Patterns**. Choose one of the available patterns. You can change the language version of the patterns. (See [Select a different language version for patterns.](#))
- 5 Click **Search & Remove Text**.
- 6 In the search results, click the plus sign (+) next to the document name to see all occurrences of the word or phrase. Then, select the occurrences you want to mark for redaction:
 - To select all occurrences in the list, click **Check All**.
 - To select individual occurrences, click the check box for each one you want to redact. Click the text next to a check box to view the occurrence on the page.
 - To mark none of the occurrences, close the **Search** dialog box or click **New Search** to start over.
 - To mark whole words or partial words (characters) for redaction, select the option under **Redaction Mark Options**. For partial words, select **Mark Partial Word (s) For Redaction** the **Settings** dialog box appears. In the **Settings** dialog box, specify the number and

location of the characters for redaction. Character redaction is useful if you're searching for a pattern, like credit card numbers, and want to leave part of the number visible for identification purposes.

- 7 If you selected occurrences that you want to mark for redaction, click **Mark Checked Results For Redaction**.

The items you selected in the list are shown marked for redaction.

Note: If you haven't saved the file, you can select redaction marks in the document and press **Delete** to remove the redaction mark. The redaction marks become permanent after you save the file.

- 8 To remove the marked items, click **Apply** in the secondary toolbar, and then click **OK**.

The items aren't permanently removed from the document until you save it.

- 9 If you want to search for and remove hidden information in the document by using the **Remove Hidden Information** feature, click **Yes**. Otherwise, click **No**.

- 10 Choose **File > Save**, and specify a filename and location. If you don't want to overwrite the original file, save the file with a different name, at a different location, or both.

Find and remove hidden content

Use the **Remove Hidden Information** feature to find and remove content from a document that you don't want, such as hidden text, metadata, comments, and attachments. When you remove items, additional items are automatically removed from the document. Items that are removed include digital

signatures, document information added by third-party plug-ins and applications, and special features that enable Adobe Reader users to review, sign, and fill PDF documents.

Note: To examine every PDF for hidden content before you close it or send it in email, specify that option in the **Documents** preferences using the **Preferences** dialog box.

- 1 Choose **Tools > Redact**.

The Redact toolset is displayed in the secondary toolbar.

- 2 In the secondary toolbar, click **Remove Hidden Information**.

If items are found, they are listed in the **Remove Hidden Information** panel with a selected check box beside each item.

- 3 Make sure that the check boxes are selected only for the items that you want to remove from the document. (See [Remove Hidden Information options](#).)

- 4 Click **Remove** to delete selected items from the file, and click **OK**.

- 5 Choose **File > Save**, and specify a filename and location. If you don't want to overwrite the original file, save the file with a different name, at a different location, or both.

The selected content is permanently removed when you save the file. If you close the file without saving it, repeat this process, making sure to save the file.

Remove Hidden Information options

Metadata

Metadata includes information about the document and its contents, such as the author's name, keywords, and copyright information. To view metadata, choose **File > Properties**.

File Attachments

Files of any format can be attached to the PDF as an attachment. To view attachments, choose **View > Show/Hide > Navigation Panes > Attachments**.

Bookmarks

Bookmarks are links with representational text that open specific pages in the PDF. To view bookmarks, choose **View > Show/Hide > Navigation Panes > Bookmarks**.

Comments And Markups

This item includes all comments that were added to the PDF using the comment and markup tool, including files attached as comments. To view comments, choose **Tools > Comments**.

Form Fields

This item includes **Form Fields** (including **Signature** fields), and all **Actions** and calculations associated with form fields. If you remove this item, all form fields are flattened and can no longer be filled out, edited, or signed.

Hidden Text

This item indicates text in the PDF that is either transparent, covered up by other content, or the same color as the background.

Hidden Layers

PDFs can contain multiple layers that can be shown or hidden. Removing hidden layers removes these layers from the PDF and flattens remaining layers into a single layer. To view layers, choose **View > Show/Hide > Navigation Panes > Layers**.

Embedded Search Index

An embedded search index speeds up searches in the PDF file. To determine if the PDF contains a search index, choose **Tools > Index** and then click **Manage Embedded Index** in the secondary toolbar. Removing indexes decreases file size but increases search time for the PDF.

Deleted Or Cropped Content

PDFs sometimes retain content that has been removed and no longer visible, such as cropped or deleted pages, or deleted images.

Links, Actions And JavaScripts

This item includes web links, actions added by the **Actions** wizard, and **JavaScripts** throughout the document.

Overlapping Objects

This item includes objects that overlap one another. The objects can be images (composed of pixels), vector graphics (composed of paths), gradients, or patterns.

Select a different language version for patterns (Acrobat Pro DC)

Localized patterns appear in the **Search** panel (**Redact > Mark For Redaction > Find Text**).

- 1 Choose **Edit > Preferences** (Windows) or **Acrobat > Preferences** (Mac OS).
- 2 From the **Categories** on the left, select **Documents**.
- 3 In the **Redaction** area, choose a language from the **Choose Localization For Search & Remove Text Patterns** menu. Then click **OK**.

Change the look of redaction marks (Acrobat Pro DC)

By default, thin red outlines appear around images and text you mark for redaction, and black boxes appear in place of redacted images and text. You can set the default appearance of

redaction marks before you mark items for redaction. You can also change the look of redaction marks before you apply the redactions.

Set the default look of all marks

- 1 Click **Tools > Redact**.

The Redact toolset is displayed in the secondary toolbar.

- 2 In the secondary toolbar, choose **Properties**.

The Redaction Tool Properties dialog box is displayed.

- 3 On the **Appearance** tab, select options you want to change, and then click **OK**:

- Click the **Redacted Area Fill Color** icon and select a fill color from the color palette for the boxes that replace removed items. Choose **No Color** to leave the redacted area blank.
- Select **Use Overlay Text** if you want to select the custom text or redaction code options. Select the font, size, and text alignment.
- Select **Custom Text**, and type the text you want to appear in the redacted area.
- Select **Redaction Code**, and then either select a code within an existing set, or click **Edit Code** to define a new code set or a new code. (See [Create redaction codes and code sets](#).)
- In the **Redaction Mark Appearance** area, click the **Outline Color** icon or **Fill Color** icon or both. Select a color from the color palette for the images and text you mark for redaction. Move the slider to adjust the opacity of the color. Choose **No Color** to leave the selected area blank.

Properties for redaction text (Acrobat Pro DC)

Custom Text Displays text you type into the **Custom Text** option over the redaction mark.

Font Displays custom text in the selected font.

Font Size Displays custom text in the selected point size.

Auto-Size Text To Fit Redaction Region Resizes custom text to fit within the redacted area. When selected, this option overrides the **Font Size** setting for the overlay text.

Font Color Displays custom text in the selected color, which you can change by clicking the color swatch.

Repeat Overlay Text Fills the redacted area with as many instances of the custom text as needed, without changing the font size. For example, if you specify the letter x or a hyphen (-) as the custom text, these characters are repeated throughout the redacted area.

Text Alignment Aligns text to the left, right, or center.

Redaction codes (Acrobat Pro DC)

Acrobat uses overlay text to overprint areas selected for redaction. One example of overlay text is a redaction code, which consists of one or more *code entries* from a *code set*. Acrobat includes the U.S. FOIA and U.S. Privacy Act code sets that you can use. You can use either codes or custom text to create overlay text. The difference is that redaction codes are text entries that you can save, export, and import. One code set can contain multiple codes.

Note: Codes don't save the current attributes for overlay text as part of the code definition, such as colors, font characteristics, and repetition or size of text. Codes only make the overlay text itself reusable in future sessions and by other users with whom you share code sets. You set other attributes for the code in the **Redaction Tool Properties** dialog box.

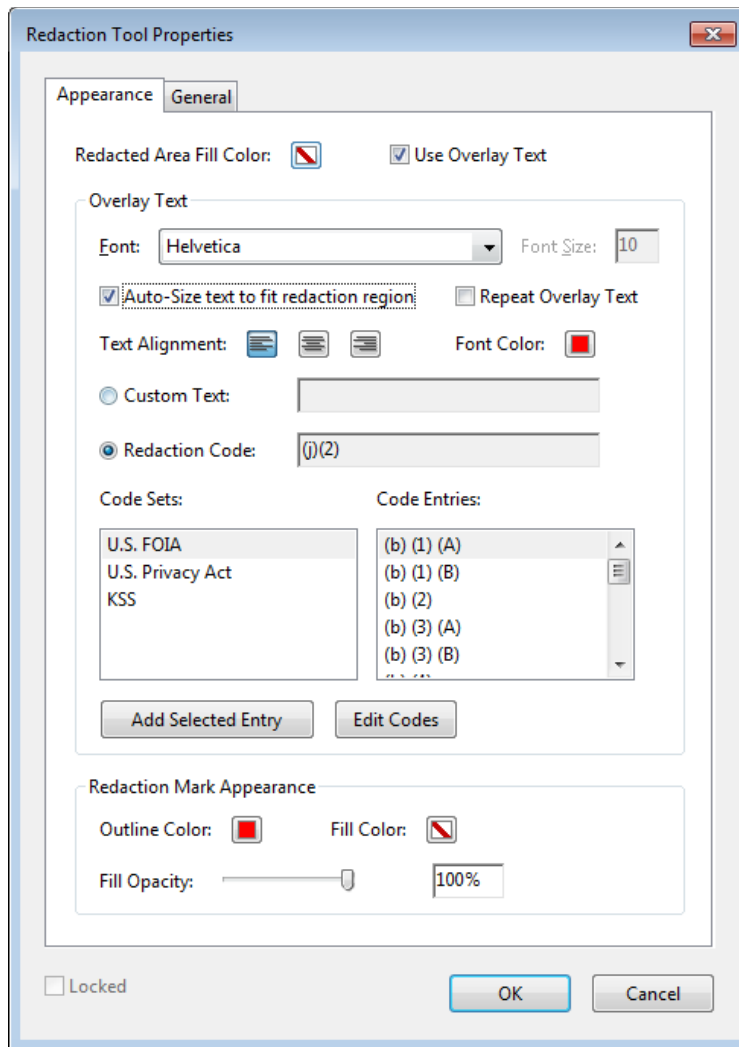
Create redaction codes and code sets

- 1 Click **Tools > Redact**.

The Redact toolset is displayed in the secondary toolbar.

- 2 In the secondary toolbar, choose **Properties**.

The Redaction Tool Properties dialog box is displayed.



Create redaction codes using the Redaction Tool Properties dialog box.

- 3 Select **Use Overlay Text**.
- 4 Select **Redaction Code**.
 - To add multiple code entries to a redaction code, select an entry from the **Code Entries** list and click **Add Selected Entry**. Repeat as desired. Select

Remove Selected Entry to delete a code entry present in the **Redaction Code** list.

- Click **Edit Codes** to make additional changes.

- 5 In the **Redaction Code Editor** dialog box, click **Add Set**.
- 6 (Optional) Type a new name for the set in the text field below the list of code sets, and then click **Rename Set**.
- 7 Click **Add Code**, and type the text that you want to appear as overlay text in the text field below the list of code entries, and then click **Rename Code**.
- 8 Repeat the previous step to add another code entry to that code set, or repeat the previous three steps to create additional code sets and codes.

Edit redaction codes and code sets (Acrobat Pro DC)

- 1 Click **Tools > Redact**.
The Redact toolset is displayed in the secondary toolbar.
- 2 In the secondary toolbar, choose **Properties**.
The Redaction Tool Properties dialog box is displayed.
- 3 Select **Use Overlay Text**, and then select **Redaction Code**.
- 4 Select a **code set** from the list on the left, and click **Edit Codes**.
- 5 In the **Redaction Code Editor** dialog box, do any of the following:

- To remove a code set and all of the code entries within it, select an entry from the **Code Set** and click **Remove Set**.
 - To export a code set to a separate XML file that you can reuse in other PDFs or share with others, select the code set. Then click **Export Set**, specify a filename and location, and click **Save**.
 - To import a previously saved code set, click **Import Set**, locate and select that file, and click **Open**.
 - To rename a **code set**, select an entry from the **Code Set**, type a new name in the box below the list and click **Rename Set**.
- 6 With the **Code Set** selected, select the code entry that you want to edit, and do one of the following:
- To remove a code entry, click **Remove Code**.
 - To rename a code entry, type a new name in the box below the list and click **Rename Code**.

Apply multiple code entries to a single redaction

- 1 Right-click the redaction marker.
- 2 Select a **Code Set** from the list at the bottom of the context menu, and then select a code entry from the drop-down menu. A check mark appears next to the code entry when the code is applied.
- 3 Repeat the previous steps to add another code entry to the redaction.

Hold your pointer over the redaction mark to see the code entries, each one separated by a comma.

Note: To apply the same code to multiple redactions, set the **redaction properties** before you mark the content. In the secondary toolbar, click **Properties**. Select **Use Overlay Text**, then select **Redaction Code**. Select a **Code Set** and a code entry, then click **Add Selected Entry**.



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Acrobat

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AGENDA

2017 EPA National FOIA Training Conference

September 12th- 14th

TUESDAY, September 12, 2017

Time	All Sessions in William J. Clinton East Room 1153 (Map Room) Unless otherwise noted
7:30 AM – 8:30 AM	REGISTRATION & ARRIVAL
8:30 AM – 8:35 AM	Introduction & Welcome Harvey Simon, Acting Principal Deputy Assistant Administrator & Deputy Chief Information Officer, Office of Environmental Information
8:35 AM – 9:00 AM	The Importance of FOIA to EPA's Mission Kevin S. Minoli Acting General Counsel Office of General Counsel
9:00 AM – 10:00 AM	FOIA Improvement Act of 2016 & EPA FOIA Regulations Update Matt Schwarz, Lynn Kelly, OGC-GLO
10:00 AM – 10:15 AM	Break/Icebreaker Activity WJC East 1151
10:15 AM – 12:00 PM	What to do When You Receive a FOIA Request: The Five Cs Nicole Rementer (OGC-FEAT) and Jennifer Hammitt (OGC-GLO)
12:00 PM – 1:00 PM	LUNCH
1:00 PM – 2:30 PM	Conducting a Defensible Search Joan Kaminer (OGC-GLO) and Denise Walker (OGC-FEAT)
2:30 PM – 2:45 PM	Break WJC East 1151
2:45 PM – 3:45 PM	Collection & Processing: Helping OEI Help You Jennifer Hammitt (OGC-GLO), Brian Thompson (OEI)
3:45 PM – 5:00 PM	Power User Strategies to Make Relativity Work for You Denise Walker (OGC-FEAT) and Jonathan Lubetsky (OAR)
5:00 PM – 6:00 PM	Social Hour/Meet & Greet: Room 1117A, Hosted by OGC & OEI

AGENDA

2017 EPA National FOIA Training Conference

September 12th- 14th

WEDNESDAY, September 13, 2017

Time	All Sessions in William J. Clinton East Room 1153 (Map Room) unless otherwise noted	
8:30 AM – 8:40 AM	Day 2 Introductory Remarks	
8:40 AM – 9:45 AM	Review Strategies for Success Peter Bermes (OGC-FEAT), Denise Walker (OGC-FEAT)	
9:45 AM – 10:00 AM	Break WJC East 1151	
10:00 AM – 11:00 AM	FOIA Exemption 5 Michael Boydston (Region 8 ORC) and Jennifer Hammitt (OGC-GLO)	
11:00 AM – 12:00 PM	FOIA Exemption 4 101: Protecting Trade Secrets and CBI/PBI WJC East 1153 Joan Kaminer (OGC-GLO), Casey Pickell (OGC-GLO)	FOIA Exemption 4 201: Advanced Issues WJC East 1117A Quoc Nguyen (OGC-GLO), Melissa Shapiro (OGC-GLO)
12:00 PM – 1:00 PM	LUNCH	
1:00 PM – 2:00 PM	Exemption 6: Protecting Privacy Interests Matt Schwarz (OGC-GLO) and Jennifer MacDonald (Region 10-ORC)	
2:00 PM – 3:00 PM	Production: Crossing the Finish Line in Style Mark Stilp (OGC-GLO) and Peter Bermes (OGC-FEAT)	
3:00 PM – 3:30 PM	Break WJC East 1151	
3:30 PM – 5:00 PM	Administrative Appeal & Litigation Perspectives Lynn Kelly (OGC-GLO)	
After 5:00 PM	Explore D.C. – Monument Walk etc. Weather Permitting	

AGENDA

2017 EPA National FOIA Training Conference

September 12th- 14th

THURSDAY, September 14, 2017

Time	All Sessions in William J. Clinton East Room 1153 (Map Room) unless otherwise noted
8:45 AM – 9:45 AM	Perspectives from the Department of Justice Marcia Berman, Assistant Branch Director, DOJ Civil Division, Federal Programs Branch & Melanie Pustay, Director, Office of Information Policy U.S. Department of Justice
9:45 AM – 10:15 AM	The FOIA Expert Assistance Team (FEAT) Office Panel Discussion with FEAT (Becky Dolph moderator)
10:15 AM – 10:20 AM	Break WJC East 1151
10:20 AM – 11:20 AM	FOIA Idea Lab Victoria Clarke (OGC-FEAT), Lynn Kelly (OGC-GLO)
11:20 AM – 11:40 PM	FOIA Toolkit Quoc Nguyen (OGC-GLO), Nicole Rementer (OGC-FEAT), Wendy Schumacher (OEI)
Finish by 12:00 PM	Closing Remarks
12:00 PM - 1:00 PM	LUNCH/DEPARTURE
1:00 PM – 5:00 PM	FOIA Officers & Coordinators Meeting WJC East 1117A

Bio – Anne Weismann

Anne Weismann currently serves as chief counsel for Citizens for Responsibility and Ethics in Washington (CREW), a non-profit, non-partisan 501(c)(3) organization dedicated to promoting ethics and accountability in government. CREW uses the Freedom of Information Act extensively to bring unethical conduct and information bearing on government accountability to the public's attention. As chief counsel Ms. Weismann has been responsible for many precedent setting cases on behalf of CREW, focusing particularly on transparency in government. CREW's broad ranging FOIA litigation includes lawsuits seeking access to White House visitor logs, to the FBI notes of its interview with then-Vice President Dick Cheney as part of its leak investigation, and the missing John Yoo emails. In 2011, Ms. Weismann was inducted into the National Freedom of Information Act Hall of Fame.

Prior to joining CREW, Ms. Weismann served as deputy chief of the Enforcement Bureau at the Federal Communications Commission, where she had responsibility for all of the Bureau's telecommunications matters. Before that, she worked in the of the Civil Division of the Department of Justice where for many years she served as an assistant branch director with supervisory responsibility over banking litigation, housing litigation, and from 1995 through 2002 all government information litigation.

Freedom of Information Act Status Report
October 1, 2013 – December 31, 2013

**Administrator's
Office**

FOIA Processing Status	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Open Requests Received Prior to FY14	149			
Requests Received in FY14	27			
Requests Processed in FY14	8			
Pending Requests	168			
Overdue Requests	162			
Percentage of Requests within Time Limit	4%			

**Freedom of
Information Act
Coordinator:**
Jonathan Newton

Reporting Period:
FY 2014 1st Qtr.

Ten Oldest Requests for AO	Date Received
EPA-HQ-2008-000019	08/21/2008
EPA-HQ-2008-000012	09/12/2008
EPA-HQ-2009-000016	05/26/2009
EPA-HQ-2009-000023	08/26/2009
EPA-HQ-2009-000025	08/31/2009
EPA-HQ-2010-000087	10/16/2009
EPA-HQ-2010-000088	10/16/2009
EPA-HQ-2010-000089	11/12/2009
EPA-HQ-2010-000011	12/02/2009
EPA-HQ-2010-000055	06/30/2010

Office of Environmental Information
National Freedom of Information Act Program

Status Report Legend

Open Requests Received Prior to FY14

FOIA requests received prior to October 1, 2013, that were not closed as of December 31, 2013. This number is included in "Pending Requests".

Requests Received in FY14

FOIA requests received from October 1, 2013 through December 31, 2013.

Requests Processed in FY14

FOIA requests closed from October 1, 2013 to December 31, 2013, without regard to when the request was received.

Pending Requests

All FOIA requests not closed as of December 31, 2013. This includes requests that are being processed within the 20 working day time limit and requests that are overdue. Any request that is not closed is pending.

Overdue Requests

All FOIA requests that have not been processed within the 20 working day time limit are considered over due.

Percentage of Request Within Time Limits

The percentage of FOIA requests that are not overdue.

Under the FOIA, you have the right to appeal this determination to the National Freedom of Information Office, U.S. EPA, FOIA and Privacy Branch, 1200 Pennsylvania Avenue, NW (2822T), Washington, DC 20460 (U.S. Postal Service Only), E-mail: FOIA_HQ@epa.gov. Only items mailed through the United States Postal Service may be delivered to 1200 Pennsylvania Avenue, NW. If you are submitting your appeal via hand delivery, courier service or overnight delivery, you must address your correspondence to 1301 Constitution Avenue, N.W., Room 6416J, Washington, DC 20004. Your appeal must be made in writing, and it must be submitted no later than 30 calendar days from the date of this letter. The Agency will not consider appeals received after the 30 calendar day limit. The appeal letter should include the FOI number listed above. For quickest possible handling, the appeal letter and its envelope should be marked "Freedom of Information Act Appeal." If you have any questions concerning this determination please contact